

## Functions of the RTI Cell

1. Receive and register RTI applications and appeals (online and offline).
2. Examine RTI applications and forward them to the concerned CPIO/Section.
3. Transfer RTI applications to other Public Authorities under Section 6(3) of the RTI Act, 2005, wherever required.
4. Monitor timelines and ensure timely disposal of RTI applications and appeals of all Section.
5. Assist the First Appellate Authority (FAA) in handling first appeals and **ensure compliance with directions of the FAA.**
6. Maintain records of RTI applications, appeals, and disposals.
7. Compile and submit **quarterly RTI returns** to the Hon'ble Central Information Commission.
8. Coordinate **third-party audit of suo-motu disclosures under Section 4 of the RTI Act, 2005.**
9. Ensuring compliance with the directions and findings of the **third-party audit report.**
10. Ensure **compliance with directions/orders of the Central Information Commission (CIC).**
11. Act as a **nodal point for liaison with DoPT and the CIC** on RTI-related matters.
12. Issue, update, and manage **RTI Online Portal login IDs** for CPIOs/FAAs.